

**U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
RECRUITING BULLETIN**

ISSUE DATE: March 20, 2014
CLOSING DATE: Open Until filled

RECRUITING BULLETIN NUMBER: 14-25-002
Chicago Regional Office
Oak Brook, IL 60523

(All qualified applications received by April 2, 2014, will be on the first list to the Selecting Official)

POSITION: Clerk (Schedule A)
GRADE: GG-0303-04
SALARY RANGE: \$14.84

NUMBER OF POSITIONS: Few

DUTY STATION: Oak Brook, IL – Chicago Regional Office

WHO MAY APPLY: External - All qualified U.S. Citizens

PROMOTION POTENTIAL: Full Performance Level is Grade 4

THIS IS A TEMPORARY EXCEPTED SERVICE APPOINTMENT NOT TO EXCEED ONE YEAR

IF HIRED ON A TEMPORARY APPOINTMENT (NTE) YOU ARE NOT ENTITLED TO THE FOLLOWING; ACCRUED LEAVE, PAID HOLIDAYS, HEALTH BENEFITS, WITHIN GRADE INCREASES, AND PROMOTIONS. THIS POSITION MAY BECOME PERMANENT WITHOUT FURTHER COMPETITION.

DUTIES: The incumbent may work in any area of a regional office and perform any and/or all of the following duties: Use office automation equipment and a variety of software packages to produce various documents in draft or final form. Sort and distribute mail; assist field staff in locating addresses typing letters, and sending supplies; utilize databases to input administrative and or survey data. Answer and direct phone calls; reproduce materials; assemble packs, and mails shipments to field employees. Maintain office files; assist staff members on individual projects and conducts follow-up actions to assure timely receipt of responses. Perform other clerical duties as assigned. The incumbent may occasionally be required to lift boxes of survey materials or laptops weighing up to 30 pounds.

WORK SCHEDULE: This mixed-tour work schedule will be limited to an intermittent work schedule to accommodate fluctuating workloads. The tour will not exceed 1040 hours (6 months) in a service year. The candidate(s) selected for this position, must sign a mixed-tour employment agreement that outlines the conditions of employment prior to appointment. Once appointed, individuals will enter into a clerical pool and will be contacted when work is available

KEY REQUIREMENTS:

- You must be a U.S. citizen.
- If your resume is incomplete, you may not be considered for this vacancy.
- Must be able to type 40 words per minute with fewer than 3 errors.
- Must complete the attached Assessment Questions
- You must be registered for Selective Service if applicable (www.sss.gov).

QUALIFICATIONS:

GS-04: 1 year of general experience, 2 years of education above high school, or an equivalent combination of experience and education.

Definition of General Experience: To meet general experience, your resume must describe experience that demonstrates the particular knowledge, skills and abilities as follows: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform clerical duties. You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

-One year of full-time academic study is defined as 30 semester hours or 45 quarter hours or the equivalent in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical is considered equivalent to one year of full-time study.

There is an education substitution for experience. Applicant's must submit a copy of their college transcript (unofficial copy is acceptable) or equivalent document as substitution experience for education. Transcripts must include the name of the college or university and date the degree was conferred.

Assessment Questions: Candidates will be evaluated on the extent and quality of their experience and/or education. Also, **applicants must complete and submit the attached Assessment Questions for the Clerk (Schedule A)**, addressing how they meet the Assessment Questions. **All answers to Assessment Questions must be reflected in your resume.**

Payment of relocation expenses **IS NOT** authorized.

HOW TO APPLY: Each applicant must submit **one** of the following:

- *A Census Employment Inquiry (BC-170A)
- *An Optional Application for Federal Employment (OF-612), or
- *A resume

Your application/resume should list your work duties and accomplishments relating to the job for which you are applying.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **Failure to provide this information may result in loss of consideration.**

- Application package must include Recruiting Bulletin number, position title, and lowest grade acceptable. **If applying for more than one grade, submit a separate application package for each grade. If you do not indicate which grade you are applying for you will be considered for the lowest grade.**
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Separate statement addressing the evaluation criteria.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit an SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related training, courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 630-288-9200

Complete application package must be received by 5pm (Time Zone) on the closing date of the announcement and submitted to;

Bureau of the Census
Chicago Regional Office
1111 W 22nd St., Suite 400
Oak Brook, IL 60523
Attn: Jodine Wysocki, Administrative Specialist

For further information on this vacancy, contact Administrative Specialist, at 1-630-288-9200.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT:

- This mixed-tour work schedule will be limited to an intermittent work schedule to accommodate fluctuating workloads. The tour will not exceed 1040 hours (6 months) in a calendar year.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.

BENEFITS:

- Since this position is strictly temporary, you are not entitled to the following: 1) accrued leave, 2) paid holidays; 3) health benefits, 4) within grade increases; or 5) promotion.

OTHER INFORMATION:

- All eligibility requirements must be met by the closing date of the announcement.
- You must be 18 years old.
- You must pass a background check.
- If selected, male applicants over age 18 who were born after 12/31/59 must confirm their selective service registration status.
- Former federal employees, who received a Voluntary Separation Incentive payment (VSIP) or "Buyout" and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be terminated after you begin; or you may be fined or jailed.

Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY AT 630-288-9200. THE DECISION OF GRANTING REASONABLE ACCOMMODATIONS WILL BE ON A CASE-BY-CASE BASIS.

**THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL
EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED
REGARDLESS OF AGE, RACE, COLOR, SEX, CREED,
NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION,
DISABILITY, MARITAL STATUS, AFFILIATION WITH
AN EMPLOYEE ORGANIZATION, SEXUAL
ORIENTATION, OR OTHER NON-MERIT FACTOR.

Clerk (SchA) Assessment Questions

Applicant's Name: _____	Vacancy Announcement # : _____ Grade Applying For: _____	For office use only
Circle the answer that best matches your experience in Column A <u>and</u> document where this experience is documented in your resume in Column B. To receive credit you must complete both Columns A <u>and</u> B.		
Column A	Column B	Score
1. I can type 40 words per minute with fewer than 3 errors or fewer errors in a 5 minute sample. A. Yes B. No		
2. Indicate your experience with the following clerical activities: <i>Circle those that apply.</i> A. Creating and maintaining electronic and paper files B. Preparing computerized reports C. Preparing formal letters, memos D. Maintaining automated calendars E. Preparing/processing travel arrangements using an automated system F. Preparing various materials for mass mail-out G. Mailing/shipping materials H. Handling incoming calls I. Coordinating and arranging meetings J. Sorting and distributing mail K. None of the above		
3. I have experience to demonstrate the ability to use correct English grammar, punctuation and spelling to communicate thoughts, ideas, and information in writing. A. Yes B. No		
4. I have experience to demonstrate the ability to ensure written documents are in the proper format. A. Yes B. No		
5. I am proficient using the following computer packages. <i>Circle those that apply.</i> A. Presentation software packages (e.g., PowerPoint) B. Word processing packages (e.g., Microsoft Word) C. E-mail packages (e.g., Lotus notes, Outlook, Express, Mac Mail, etc.) D. Spreadsheet packages (e.g., Microsoft Excel) E. Database packages (e.g., Microsoft Access) F. Mapping programs or devices (e.g., Google maps, MapQuest, GPS, etc.) G. None of the above		
6. I have experience to demonstrate the ability to maintain an automated time and attendance (T&A) records. A. Yes B. No		

Column A	Column B	Score
7. I have experience to demonstrate the ability to use a database to enter, edit, sort, calculate, and retrieve data for standard reports. A. Yes B. No		
8. I have experience to demonstrate the ability to follow up on problems or to clarify issues with internal/external customers. A. Yes B. No		
9. I have experience to demonstrate the ability to communicate or answer inquiries regarding office procedures and/or other work related information to individuals in person and/or over the phone. A. Yes B. No		
10. I have experience to demonstrate the ability to respond to multiple customer demands. A. Yes B. No		
11. I have experience to demonstrate the ability to prioritize customer needs. A. Yes B. No		
12. I have experience to demonstrate the ability to deal with difficult customers in a professional and courteous manner. A. Yes B. No		
13. I am proficient at using the following office machinery: <i>Circle those that apply.</i> A. Printers B. Scanners C. Fax machine D. Copiers E. Postage meters F. None of the above		